



Notice of Funding Opportunity (NOFO)

Part 1. Overview Information

Participating Organization:	Louisiana Commission on Law Enforcement and Administration of Criminal Justice www.lcle.la.gov
Funding Opportunity Title:	2019 Paul Coverdell Forensic Science Improvement Grants Program
Announcement Type:	Coverdell New and Continuation Grants
Catalog of Federal Domestic Assistance (CFDA) Number:	16.742
Federal Award Identification Number (FAIN):	TBD
Federal Award:	TBD - All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed.
Period of Performance:	Eleven Months
Funding Opportunity Purpose:	<p>The Louisiana Commission on Law Enforcement and Administration of Criminal Justice announces the Notice of Funding Opportunity (NOFO) for the Paul Coverdell Forensic Science Improvement Grants Program.</p> <p>The Coverdell program is authorized by Title I of the Omnibus Safe Streets and Crime Control Act of 1968, Part BB, codified at 42 U.S.C. § 3797j-3797o (the Coverdell law). This program seeks to improve the quality and timeliness of forensic science and medical examiner/coroner's office services, including services provided by laboratories operated by States and units of local government.</p>
Due Dates:	May 6, 2019
Proposal:	<ul style="list-style-type: none">• Submit proposal to LCLE Coverdell Program Manager for view and selection.• If selected to continue application process, applicant will receive an invitation to apply.• Applicants that do not comply may be delayed or not accepted for review.

Part 2. Full Text of the Announcement

A. Program Description

Paul Coverdell Forensic Science Improvement Grants Program (the Coverdell program), which awards grants to States and units of local government to help improve the quality and timeliness of forensic science and medical examiner/coroner's office services.

Program-Specific Information

This solicitation seeks applications for funding to improve the quality and timeliness of forensic science and medical examiner/coroner's office services, including services provided by laboratories operated by States and/or units of local government. Among other things, funds may be used to eliminate backlogs in the analysis of general forensic evidence or to train and employ forensic laboratory personnel to eliminate such backlogs.

B. AWARD INFORMATION

Funding Instrument:

The Louisiana Commission on Law Enforcement will issue grant awards.

Application Types Accepted:

Continuations, Renewals, and New applicants/applications

Funds Available:

Contact Coverdell Program Manager – Kelly Parks

Continuation & Renewals - use prior year funding levels for proposal

Award Project Period:

All projects are funded for a maximum of eleven (11) months, and continued funding cannot be guaranteed. Any project funded for **more or less** than the 11-month time period must be approved by the Commission.

Financial Management and System of Internal Controls:

If selected for funding, the award recipient must:

- Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- Take reasonable measures to safeguard protected personally identifiable information.

C. ELIGIBILITY INFORMATION

Criminal Records Reports (if applicable)

- The applicant certifies that all systems developed or purchased shall meet all specifications for Louisiana Information Based Reporting System (LIBRS) Criminal History System reporting as are in effect at the time of sub grant award.

Supplanting/Non-Supplanting

- Federal funds must be used to supplement (add to), enhance or expand existing services for program activities and not replace those funds that have been appropriated for the same purpose.
- A grant recipient may not use Federal grant funds to defray any costs that the recipient already is obligated to pay.
- The possibility of supplanting will be the subject of careful application review, possible pre-award review, post-award monitoring, and audit of any finding.
- If any additional information, assistance with definition, or examples of supplanting is needed, please contact the LCLE Coverdell Program Manager.

PART 3. Funding Determination Process

A. Project Proposal

Applicants will submit a project narrative and a Coverdell budget detail worksheet (worksheet is available at www.lcle.la.gov) via email to the Louisiana Commission on Law Enforcement (LCLE) Coverdell Program Manager at Kelly.Parks@lcle.la.gov. The LCLE review committee will review and determine projects to move forward to the application process. Applicants will receive an invitation to submit the full application on the Louisiana Commission on Law Enforcement's E-grants system.

Required Documents:

Completed Proposal (please use last year's submission as a guide).

Program Narrative/Objective Chart (update 2017 chart in Microsoft Word document)

Budget Narrative (Microsoft Word document). Delineate Opioid-related and non-opioid related amounts in budget.

Budget Detail Worksheet (<https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet/>)

Conflict of Interest Disclosure Form (form available at www.lcle.la.gov)

Cover letter on Agency Letterhead and signed by the authorized official.

Accreditation (**Certificate and Scope of Accreditation**)

DUNS number and proof of an active CCR registration with current information.

Fill out the National Institute of Justice Grants Program Checklist for Potential Environmental Impacts (<https://nij.gov/funding/Documents/nij-grant-program-checklist-nepa.pdf>)

All documents must be submitted at one time and must be submitted by the due date. No extensions will be granted beyond the due date nor will any documents be accepted after that time. Please note that we will not be sending out any requests for additional information. If we don't receive all of your information by the due date, your application will be denied. No Exceptions.

Also, your proposal must be in proposal format and feel free to use the provided solicitation as a guide. Please email all proposals to Kelly.Parks@lcle.la.gov and Linda.Gautier@lcle.la.gov.

Proposal and Submission Information

What a Proposal Should Include

1. Program Narrative

Applicants must submit a narrative that addresses the project objectives, the expected results, and the implementation approach.

a. Statement of the Problem (Understanding of the problem and its importance)

b. Project Design and Implementation.

1. Soundness of the approach to reduce and/or eliminate a backlog.
2. Soundness of the approach to improve the quality of forensic services.
3. Soundness of the approach to train and employ forensic personnel to eliminate a backlog and increase capacity.
4. Innovation and creativity in the approach to reducing and/or eliminating a backlog and increasing capacity.
5. Feasibility of the proposed project and awareness of pitfalls.

c. Capabilities and Competencies

1. Qualifications and experience of proposed project staff (including any and all individuals (and organizations) identified in the application who will be significantly involved in substantive aspects of the proposal).
2. Demonstrated ability of the applicant organization to manage the effort.
3. Relationship between the capabilities/competencies of the proposed project staff (including the applicant organization) and the scope of the proposed project.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

1. Improvement in Quality and Timeliness.

- a. Anticipated reduction in backlog.
- b. Anticipated improvement in quality and timeliness of forensic results.
- c. Anticipated benefit of education and training to reduce backlog and improve timeliness of results.
- d. Planned steps to achieve accreditation to positively impact quality and/or timeliness of forensic results.

2. Anticipated Impact of Eligible Project Activities.

- a. *Personnel*: If applicable, anticipated impact of requested personnel resources (excluding overtime) on improvement in quality and/or timeliness of forensic science or medical examiner/coroner's office services.
- b. *Equipment/Supplies*: If applicable, anticipated impact of requested equipment and supplies on improvement in quality and/or timeliness of forensic science or medical examiner/coroner's office services.
- c. *Computerization*: If applicable, anticipated impact of requested computerization on improvement in quality and/or timeliness of forensic science or medical examiner/coroner's office services.

3. Demonstrated plan for collection of the performance measure data as described in the solicitation.

2. **Budget Detail Worksheet and Budget Narrative**

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.lcle.la.gov.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Applicants should demonstrate in their Budget Narratives how they will maximize cost effectiveness of grant expenditures. Budget Narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a Budget Narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year. **Lastly delineate Opioid-related and non-opioid related amounts in budget.**

- 1. Total cost of the project relative to the perceived benefit.
- 2. Use of existing resources to conserve costs.

3. Cost-effectiveness of proposed activities applicable to backlog reduction and/or timeliness of forensic science or medical examiner/coroner's office services.
 4. Cost-effectiveness of proposed activities applicable to improvement in the quality of forensic science or medical examiner/coroner's office services.
 5. Cost-effectiveness of education and training as related to quality and/or timeliness of forensic science or medical examiner/coroner's office services.
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3. LCLE Proposal Review Information

A. LCLE Application Approval Process

After receipt of proposals, the Coverdell Program Manager will conduct the risk assessment, provide the scoring criteria and prepare the proposal for the Grant Review Committee. Once a proposal has been approved by the Grant Review Committee it is then presented to the Commission on Law Enforcement for final approval. Both the Grant Review Committee and the Commission can make recommendations for approval, denial, deferment or table in addition to lacing additional special conditions that require compliance.

B. LCLE Award Process

Proposals approved by the Commission are then issued an Award Letter by LCLE Staff. These Award Letters are then forwarded directly to the applicant agency in a Subgrant Award Packet. The applicant agency is responsible for signing the original award in blue ink and returning the original to LCLE, keeping a copy of the award in their agency file.

C. Proposal Review Information Criteria

Criteria: Each application will be evaluated and scored on the Narrative and Budget Components using a 100 point scale by the Grant Review Committee.

1. *Project Summary and Strategy (30 points)*

This Section should be a succinct summary containing the description of the problem this project seeds to address the project's purpose, the program description, and expected results. Propose a clear and realistic implementation plan to comprehensively address objectives of this Notice of Funding Opportunity. It should also outline the relevant and appropriate main activities.

2. *Goals (15 points)*

This section should outline the Program Goals and Expected Results for the project.\

3. *Objectives (15 points)*

This section should state clearly defined and quantitatively measurable objectives that support programmatic progress. Please present a brief, work plan including target dates for activities, which reflects the overall program approach and its objectives.

4. *Organizational Capacity and Past Performance (20 points)*

This section of the application provides information about the applicant organization and any proposed key partners. It provides evidence that the applicant has the ability to successfully carry out the program activities of the grant. Provide a description of the applicant organization ---including its general purpose, goals, annual budget (including funding sources), and major past and current Activities and projects undertaken. Include a description of all key partners for this project and of the proposed working relationship with them.

Budget Components

1. *Budget Appropriateness (10 points)*

Budgeted items are obviously necessary to the achievement of the goals and activities as presented in the application.

2. *Cost-effectiveness (10 points)*

Applicants should propose expenditures that are reasonable, allowable, and allocable to the proposed activities and that reflect the applicants understanding of 2 CFR 200.

PART 4. LCLE and Program Staff Information

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